

COURT EXECUTIVE SECRETARY

DEFINITION

Under direction, provides a variety of administrative and/or management support services and performs unusually difficult secretarial duties for executive managers and as required the Presiding Judge; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from other secretarial classes by its support role to executive management and its requirement to customarily and regularly exercise discretion and independent judgment as opposed to applying acquired skills and following pre-determined procedures. The Court Executive Secretary performs duties of such a nature as to relieve the executive of routine detail.

ESSENTIAL FUNCTIONS

1. Handles highly confidential information regarding controversial issues, individuals and/or projects with diversified, Court-wide implications; renders confidential assistance to the executive as necessary.
2. Researches, compiles and organizes information for use by the executive in the completion of reports, recommendations and special projects; upon request, personally prepares reports and special projects for the executive's approval; contacts other departments, agencies or individuals for additional materials and information as needed.
3. Screens incoming correspondence, phone calls and visitors, recognizing and expediting priority matters; refers matters to other staff as appropriate; answers a substantial amount of correspondence on own initiative in accordance with general policies and procedures or knowledge of the executive's viewpoint.
4. Serves as liaison between the executive, staff and representatives from Court departments and other agencies; personally transmits messages, requests and instructions as appropriate.
5. Proposes new office policies and procedures, and as approved, coordinates and monitors the implementation of adopted recommendations.

6. Performs complex secretarial support functions; takes dictation; types from dictation, copy or notes, complex records, reports, correspondence, minutes, contracts and documents; reviews material for grammar, content and conformity to format and procedural requirements.
7. Schedules and arranges meetings, conferences or hearings; initiates agenda and prepares materials; takes, prepares and distributes minutes, generally without prior review by the executive; may attend meetings as representative of the executive.
8. Keeps executive's calendar, makes appointments independently and assembles background materials that may be needed.
9. Relieves the executive of administrative details such as monitoring budget or other financial records and processing travel claims and other personnel-related procedures.
10. Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Five years of secretarial experience in an administrative, court or legal environment including two years performing administrative and/or court-related secretarial duties or any combination of training and/or experience that could likely provide the desired knowledge and abilities. One year of business training in an approved school or training program can substitute for a maximum of six months of experience.

Knowledge of

Modern office methods and practices; correct English usage, grammar, spelling, vocabulary and punctuation; business office correspondence; proper use of modern office machines and equipment; word processing, spreadsheet and database software applications; record keeping systems.

Ability to

Type accurately at a speed sufficient to perform the duties of the position; understand and use a variety of business computer software including word processing, spreadsheet and database applications, apply office procedures and rules; prepare a variety of general and statistical documents and correspondence from rough drafts and dictation equipment; draft correspondence from brief instructions; organize and prioritize work load; complete work under time deadlines; maintain confidentiality of information; schedule, and arrange appointments and meetings; operate standard office equipment.

Special Requirements

A California driver's license requirement will be reviewed on a position basis in accordance with ADA regulations.

PHYSICAL CHARACTERISTICS

Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis. Hearing to communicate with the public and court staff. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 25 lbs. such as files, stacks of papers, reference and other materials. Moving from place to place within an office; some reaching for items above and below desk level.

Date Est. 4/00